

Administrative Coordinator



This position requires a highly organized, detail-oriented and disciplined self-starter to take on the role of Administrative Coordinator.

This is an entry level opportunity for someone who is interested in international construction administration and whose preference is to have a successful career in accounting, sales and marketing.

This is a dynamic role. As an Administrative Coordinator, you will facilitate sales, marketing and research support along with general administration to a seasoned engineering team. This is a work from home opportunity.

About You: You are a high achiever and take pride in your own work but are comfortable collaborating with a team of highly motivated individuals. You can communicate clearly and concisely with teammates and clients. You possess strong interpersonal skills and are willing to take on diverse tasks to achieve the team's common goal. You value personal and professional growth and are ready to take the next step in advancing your career.

Responsibilities:

- Completes required paperwork/forms and/or other industry-specific requirements as required

- Facilitates the sales process. Completes sales presentations, develops marketing materials

- Liaise with members of the construction and development team as it pertains to various projects

- Market research

- Facilitate completion of administrative requirements for various legislative bodies (Municipalities)

- Coordinate and/or assist with the preparation and delivery of marketing materials, sales campaigns, newsletters promotional gifts and presentations

- Professionally respond to email/social media inquiries. Develop and maintain international client database.**

- Maintains internal records and prepares internal reports as required

- Process client receivables and accounts payable and/or other tasks as assigned

- Keeps the CEO, promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken

- Maintain web site and social media platforms for the Company (training would be required)**

Qualifications:

Self-starter, takes initiative, can work with little supervision
Ability to deal with others effectively
Ability to organize work and meet deadlines
Superior grammar, verbal and written communication skills
Exceptional and verifiable customer service skills and experience
Ability to multi-task and handle high pressure situations with ease
Exceptional knowledge of MS Office/Applications Word and Excel Spreadsheets

Job Type: Remote – Resident of Ontario, Canada and eligible to work in Canada

Hourly: To Be Reviewed

Benefits: · Work from home

Schedule: · Day shift

Experience: · Construction industry: 1-2 years (preferred)

Flexible Language Requirement:

French not required

Schedule:

8 hour shift Monday through Friday



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